

ASSISTANT POLICE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Assists the Police Chief in the planning, direction, and supervision of operations of the police department; and performs related work as required.

Work of this class involves personal performance and supervision of other employees in important and varied phases of police work and requires a high degree of responsibility and skill in the proper execution thereof. This class ranks immediately below that of Police Chief, and in the Chief's absence, the Assistant Police Chief temporarily assumes full command and responsibility for operations in keeping with, and following, the policies of the Police Chief or appointing authority. The Assistant Chief is subject to call at all times.

EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Assists Police Chief in planning, directing, and supervising the activities of the department;

Instructs subordinates as to departmental methods, procedures, and policies;

Assigns tasks to subordinates and reviews operations;

Directs raids and makes arrests as necessary;

Reviews all arrests made while on duty or in the absence of the Chief;

Conducts the investigation of major crimes committed in the city;

Performs special law enforcement or investigation duties as may be personally assigned by the Chief;

Keeps records, prepares reports, and answers correspondence as may be necessary or required;

Assists the Chief in promoting harmony within the department;

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of the rules and regulations of the Police Department, of pertinent Federal and State laws and local ordinances;

Considerable knowledge of modern methods of criminal investigation and identification and of police work in general;

Ability to direct departmental police activities;

Ability to deal firmly, but courteously, with subordinates and the public;

Ability to analyze complex police problems and situations and to adopt quick, effective, and reasonable courses of action;

Ability to follow the policies of the department as set by the Police Chief or appointing authority.

QUALIFICATION REQUIREMENTS

Must be a regular and permanent employee in good standing in the class of Police Captain with the Plaquemine Police Department immediately preceding closing date for application to the board;

Must be not less than thirty (30) years of age;

Must successfully pass a medical examination assuring good health and physical abilities sufficient, in the opinion of the Board, to indicate satisfactory performance of required work;

Must pass Civil Service examination testing aptitude for beginning work in this class.